

Meeting of the Board of Trustees
Wednesday, November 13, 2024 @ 7:00 PM
AGENDA

EXPLANATORY NOTE REGARDING PUBLIC COMMENTS

When invited to speak, please clearly state your name and address, spell your last name. Whenever an audience member reads from a prepared statement, please give a copy to the Board Secretary or only the fact that you spoke will appear in the written meeting minutes. Please try to limit your comments to approximately 3 minutes in order to permit all to be heard. Please also turn off all cell phones. Thank you.

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| I. Call to order | Mr. Fleischmann |
| II. Open Meetings Compliance Statement | Mr. Fleischmann |
| III. President's Remarks | Mr. Fleischmann |
| IV. Director's Report | Ms. Behr-Shields |
| V. Consent Agenda | Resolution |
| <i>The following items listed under consent agenda will be approved by one motion without discussion of the specific items. If a Board member wants to discuss an item or would prefer an individual motion, they simply request that the item be removed from Consent. For planning purposes, it would be helpful to contact the Director or Board President prior to the meeting to remove an item from the Consent Agenda.</i> | |
| Acceptance of Minutes for October 2024 Board Meeting | |
| Director's Report | |
| Finance: Approval of Bills - November 2024, Acceptance of 2023 Audit | |
| VI. Reports: | |
| Mayor's Representative | Ms. Kramer |
| VII. New Business | |
| 2025 Budget | Finance/Personnel Committees |
| Capital Plan | Finance/Personnel Committees |
| 2024 Holiday Pay | Ms. Behr-Shields |
| Children in the Library | Policy Committee |
| Staff Holiday Party | Discussion |
| VIII. Old Business | |
| Strategic Plan | Strategic Plan Committee |
| IX. Open Meeting to the Public | |
| X. Closed Session | |
| XI. Adjournment | |

NEXT MEETING: Wednesday, December 11, 2024 @ 7:00 PM
Please notify Amy Behr-Shields (908-277-9455 or abs@summitlibrary.org) if unable to attend.

The SUMMIT FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 9, 2024

CALL TO ORDER: President Jim Fleischmann called the meeting to order at 7:00PM in the Hickok Meeting Room. Present were Christina Amundson, Rachel Kramer, Celia Colbert, Nina Sanders, Jill Mills, Chintan Shah, Bob Pawlowski, Amy Behr-Shields, and Lori Wuest.

COMPLIANCE STATEMENT: In compliance with the Open Public Meetings Act, a statement was read that due notice of this meeting had been given in accordance with the law.

PRESIDENT'S REMARKS: Mr. Fleischmann had no remarks.

OATH OF ALLEGIANCE & OATH OF OFFICE: Ms. Jill Mills was sworn in to the Board of Trustees.

DIRECTOR'S REPORT: Ms. Behr-Shields mentioned that the tax valuation was released. All libraries in Union County will be receiving an increase in 2025. Summit Library will receive an increase of 10.81% (or \$329,767.78).

Ms. Behr-Shields mentioned that the Library will be hosting an Open House on Thursday, October 10, 2024 starting at 7:00PM. The Participants can attend a brief presentation in the Liss Meeting Room about the Library's resources and services. The staff will answer questions, provide tours of the building, and sign people up for Library cards. All participants will receive a goodie bag with information about the library.

Mr. Fleischmann inquired about the Banned Books Readout program. Ms. Behr-Shield explained that on September 25, the Head of Youth Services, Ann-Marie Aymer, and Adult Services Librarian, Rebecca Cohan, hosted the program, during which teen volunteers read excerpts of banned books in front of an audience. The event was moderated by Jocelyn Chadwick. There was a lot of positive feedback about the Summit students who participated.

Ms. Amundson brought up the Native Seed Library and the Library's work towards sustainability. Ms. Behr-Shields mentioned that on October 15, the Rotary Club will be sorting flower seeds from Summit's Tiny Forest to replenish the Native Seed Library.

CONSENT AGENDA: Mr. Fleischmann asked if there were any comments, concerns, or questions regarding the Consent Agenda. Ms. Amundson moved and Ms. Sanders seconded the motion to approve the Consent Agenda items: 1) Acceptance of Minutes for September 2024 Board meeting, 2) Director's Report, 3) Finance: Approval of Bills - October 2024 (Bill List 9/12/2024-10/9/2024, Regular Budget \$40,207.69, Special Checking Account \$2,233.26, Manley Winser Account \$800.00) 4) September 2024 Bank Reconciliations.

REPORTS: Mayor's Representative, Ms. Kramer had no updates.

NEW BUSINESS:

2025 Holidays & Closings – The Board discussed whether or not to close the Library for Juneteenth on the federally celebrated date or the state celebrated date. It was decided to stay with the state celebrated date as the Library and the City did last year. Ms. Amundson moved and Ms. Kramer seconded the motion to approve 2025 Holidays & Closings. The motion passed.

2025 Board of Trustees Meeting – Ms. Colbert moved and Ms. Sanders seconded the motion to approve 2025 Board Meeting dates. The motion passed.

Library Monitor - Ms. Behr-Shields and the Personnel Committee proposed hiring a part-time Library Monitor to assist mainly with the challenges posed by the after school crowd. Ms. Amundson moved and Ms. Sanders seconded the motion to hire a part-time Library Monitor. The motion was passed.

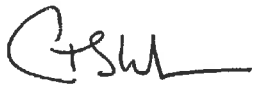
OLD BUSINESS: The Board of Trustees discussed the Strategic Plan. Ms. Behr-Shields will schedule a meeting with the consultants and the Strategic Planning Committee to provide feedback on the draft.

OPEN MEETING TO THE PUBLIC: Mr. Fleischmann opened the meeting to the public.

CLOSED SESSION: Ms. Amundson moved and Ms. Sanders seconded the motion to go into closed session at 8:08 PM

ADJOURNMENT: Ms. Mills moved and Ms. Kramer seconded the motion to adjourn the meeting at 8:22PM.

Respectfully submitted,



Chintan Shah
Secretary